Information for applicants
on data protection

To ensure fair cooperation, this information sheet explains how we comply with data protection regulations when processing your application, how we handle your personal data and what rights you have in this regard.

Responsible company	DMC Datenverarbeitungs- und Management Consulting GmbH, Valentin-Linhof-Straße 8, 81829 Munich (Germany), +49 89 42774 - 0, dmc@dmc-group.com
Management	Angelo W. Zenz, Alexander Lutz Address and contact details as above
Data protection officer	The data protection officer of the responsible party can be reached via email: dsb.dmc@dmc-group.com
Right to lodge a complaint with the data protection supervisory authority	The supervisory authority responsible for your right to lodge a complaint regarding data protection is: Bayerisches Landesamt für Datenschutzaufsicht, Postfach 606, 91511 Ansbach (Germany), Tel. +49 981 53 1300, poststelle@lda.bayern.de
Purpose of processing	Initiation and decision on the establishment of an employment relationship
Legal basis	Section § 26 (1) sentence 1 BDSG (data processing for the purposes of the employment relationship)
	Art. 6 (1) a) GDPR, Section § 26 (2) BDSG in the case of consent to longer, temporary storage.
Withdrawal of consent	You can revoke all your consent at any time, even before an interview, with effect for the future. Please let us know if you wish to maintain your application.
Categories of personal data	All data contained in a standard application: First name, surname, date of birth, address, other contact details, qualification details, CV, references, photo, other data from application documents provided, other data provided (e.g. during job interviews), proof of identity (e.g. by presenting your identity card), residence and work permits, if applicable.
	Special personal data, such as health data (e.g. in the case of disabilities), insofar as it is necessary for the employment relationship or specifically for a job, is provided to us by you and we are permitted to process this data in accordance with Art. 9 (2) c) GDPR (processing of special categories of personal data) and Section § 26 (3) BDSG.
Possible recipients of the data	Management, HR administrators, potential HR supervisors and project managers within the company. No data will be transferred to third parties before the conclusion of an employment contract.
Transfer to other EU countries	No data will be transferred, nor is this planned. In exceptional cases (e.g. in recruitment procedures for planned assignments), you will be informed explicitly.
Duration of storage	Upon conclusion of an employment contract, the data will be added to the personnel file and stored at least until the end of the employment relationship. If the application process is terminated by you or us without a contract of employment being concluded, your data will be blocked from further processing in order to clarify any possible claims under the Equality Act. After a period of 6 months, the data will be deleted if no claims have been asserted. If you have consented to longer, temporary storage, the period shall commence either in accordance with your consent or upon withdrawal of your consent, if this occurs after the end of the application process. A rejection letter will be kept for 2 years. Deletions are carried out in accordance with the statutory provisions.
Information on rights	You have the right to information, correction, deletion, restriction of processing, objection and data portability vis-à-vis us.
Necessity of data	The data collected from the application documents and the application interviews is necessary for the initiation and decision on the establishment of an employment relationship. Without this data, the application process will be terminated. Consent to longer-term, temporary storage is not required, but the application process can still be carried out.
Direct collection	We collect all data directly from you, i.e. not from previous employers, social networks or credit agencies.

GDPR = General Data Protection Regulation
BDSG = Bundesdatenschutzgesetz (Federal Data Protection Act)

Right to object: You have the right to object at any time, on grounds relating to your particular situation, to the processing of your data on the basis of Article 6(1)(e) or (f) GDPR. We will no longer process the personal data concerning you unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. The objection can be made informally. You can find our contact details above.